



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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Instruction Memorandum **No. CA-2001-050**  
Expires: 09/30/2002

To: All Field Offices

From: State Director

Subject: Schedule for FY 2002 OHV Grant Applications **DD: 07/25/01**

The Off-Highway Vehicle (OHV) Grants and Cooperative Agreement Program administered by the Off Highway Motor Vehicle Recreation (OHMVR) Division of California State Parks has established the schedule for the submission of the Fiscal Year 2002 OHV Grant applications.

The Off-Highway Motor Vehicle Recreation Act of 1988 (Section 5090.02) of the California Public Resources Code (PRC) authorizes the allocation of grant funds for the purpose of establishing, maintaining, managing and rehabilitating OHV recreation areas, trails and facilities in California. Grants are available for operations and maintenance, development, resource management, safety, equipment and planning.

It is recommended that all Bureau of Land Management (BLM) field offices defer development and acquisition grant applications in FY 2002, unless it has been discussed and approved in concept by the OHMVR Division's Grant Program Administrator. As in past years, the OHMVR Division has about \$13 million in FY 2002 available for OHV grants to cities, counties, districts, and federal agencies, to develop and maintain OHV recreation areas, protect the environment, and provide for public safety.

The OHMVR Division staff and Commission recommend that this year's OHV grant applications include only operations and maintenance (O&M), and resource management projects, with emphasis on monitoring and resource protection. The OHMVR Division also recommend that at least 50 percent of the O&M grant budget be applied for law enforcement and conservation. Conservation is defined as *activities, practices and programs that sustain soils, plants, wildlife and their habitat* in accordance with the regulations described in Public Resources Code Sections 5090.35 and 5090.53.

These sections of the PRC mandate that grantee(s) receiving state “green sticker” funding must comply with the regulations highlighted below.

The new regulations require extensive changes to this year’s grant applications. The complete set of the new regulations can be found on the California Department of Parks and Recreation web site at [www.ohv.parks.ca.gov](http://www.ohv.parks.ca.gov). The highlights of the regulations are listed below.

**Highlights of the new regulations :**

- All applicants must include the public in developing their proposed OHV grant application. The grant proposal must be made available to the public for their review and comment, and applicants must hold at least one public meeting to discuss the proposed application, and include all written comments with their application to the Division. All comments will be reviewed by the Division and by the OHMVR Commission and will be part of the decision to fund the project.
- All applicants requesting funding for law enforcement must submit a “law enforcement plan.” The plan must identify the existing OHV issues that would necessitate the OHV program funding their law enforcement program. The plan must identify how the grant recipient will enforce OHV laws such as registration, spark arresters, noise, trespass, and alcohol-related violations. The plan must also address issues such as OHV intrusions into wilderness areas and resource protection issues such as OHV activity in sensitive areas that are closed to OHV activity. In addition, the plan must identify a method for the public to contact the agency to request assistance or report violations.
- BLM and other federal agencies must develop a Wildlife Habitat Protection Program (WHPP), which will include maps that identify the trails, roads, corridors and areas that are open for use by OHVs and receive funding from the OHV Grant Program.
  - < A baseline survey of soils, sensitive wildlife and wildlife habitat.
  - < A soil, habitat and wildlife monitoring program to collect data that will provide land managers with sufficient information to provide adequate resource protection for the area.
  - < A resource protection program that includes signs, brochures and barricades to protect sensitive areas.
  - < An annual management review of the program to assure that the goals of the program are being met.
  - < Development in grant areas of plans to bring all of their trails into compliance with the California soil conservation guidelines and standards.
  - < Closure and repair, if feasible, or permanent closure, of roads and trails that do not meet soil standards.
  - < Annual inspections by the Division of the OHV areas that the OHV Grant Program is funding.

In order to improve the efficiency of the review process by the OHMVR Division and Commission, OHV grant applications will be reviewed and evaluated by region. The OHMVR Division has established August 1, 2001 as the deadline for OHV grant areas in southern California. As a result, the California Desert District and Bishop Field Office grant applications will be due in the State Office on July 25, 2001.

The OHMVR Division has established October 1, 2001 as the deadline for OHV grant areas in northern California. As a result, the Arcata, Redding, Ukiah, Eagle Lake and Hollister Field Offices OHV grant applications will be due in the State Office on September 13, 2001.

Attached to this IM is a copy of the OHMVR Division's application form and application instructions. The OHMVR Division has made extensive changes to the application form which will require additional documentation for law enforcement, conservation, and operations and maintenance activities. The application form and instructions were developed by the OHMVR Division in Microsoft Word format and can be downloaded from their website at [www.ohv.parks.ca.gov](http://www.ohv.parks.ca.gov).

Listed below are key dates for the Fiscal Year 2002 OHV Grant and Cooperative Agreement calendar.

July 25, 2001	Southern California grant applications due in the State Office
August 1, 2001	Southern California BLM grant applications due to OHMVR Division.
October 15, 2001	OHMVR Division will mail southern California grant evaluations to all field offices
December 6-7, 2001	Commission will review the southern California grant applications
September 13, 2001	Northern California grant applications due in State Office
October 1, 2001	Northern California grant applications due to OHMVR Division
January 11-12, 2002	Commission will review the northern California grant applications

The OHMVR Division's *Application Procedures Program* manual provides a step-by-step guide to assist you with the preparation of your grant application. For your convenience, the application procedures guidelines are also listed below:

#### **Item A Application Face Sheet**

**All applicants must complete this item.**

**We are requesting that the application be submitted electronically so that we can post it on our web site. The first thing that you should do is save it to your hard drive and name it the title of your agency. It has been developed in Microsoft Word. Many of the items that you are required to complete were created in tables. This will allow you to navigate through the form using your mouse or the tab key. It is not a template. If you type in the wrong box, you will change the wording. Make sure that you tab to the appropriate cell. There are some very small cells that are used for spacing. Just continue to tab to the underlined cell. Most of the items are self-explanatory. Please complete the application and save it on the floppy disk and send to:**

**Department of Parks and Recreation  
OHMVR Division.  
Attn: Don Fuller  
P.O. Box 942896  
Sacramento, CA 94296-0001**

1. Enter your organization, mailing address, the name of the person that the Division should contact regarding the application, phone number, and E-mail address.
2. Check the appropriate boxes for your type of grant. Operations and Maintenance (O & M) is a one-year grant for annually recurring costs such as: Law Enforcement, conservation, administration, facility maintenance, snow grooming and snowplowing. (For Winter grants, you will need to check two boxes, Winter and O & M, or Winter and Resource Management)
3. Enter the amount of money that you are requesting for the indicated subcategories. Administration includes personnel costs, accounting costs, utilities, administrative supplies, and management. Facility maintenance includes restroom cleaning, trash pickup, painting, roof repair, electrical repair, plumbing repairs, and similar activities.
4. Project title: Keep it simple. Eldorado NF O & M – 2001/2002. Barstow BLM Resource Management 2001/2002. For acquisitions, the name of the property is suggested: Tahoe NF, Snowbird acquisition – 2001/2002.
5. Project summary: Write a short narrative describing your project. Keep this short and general. A more detailed description will be included in the body of the application.

#### **Item B: Description of OHV opportunity**

**This Item is for all agencies. It is directly applicable to agencies that operate designated OHV areas. However, local law enforcement agencies must include a description of existing OHV opportunity in the geographical area. While the OHMVR Division supports issuing grants to local agencies to prevent trespass violations, due to the competitive nature of these grants, the county that provides designated legal OHV opportunity will receive higher ratings than counties that do not provide OHV facilities.**

**This is your opportunity to showcase your program. Provide a detailed description of what you offer for OHV enthusiasts and highlight the conservation efforts that you are making to provide resource protection. Items that must be included are:**

- A detailed map of the entire area.
- Photos of existing facilities
- Photos of soil conservation activities
- Photos of monitoring efforts
- Photos of restorations efforts
- Photos of areas that you want to rehabilitate
- Photos of law enforcement problems
- Explanation of what you are requesting

#### **Item C: Detailed description of grant request**

*In order to provide the OHMVR Commission with enough information to make informed decisions, all applicants must be prepared to make a ten-minute presentation on your grant application when the Commission reviews your application. It is highly recommended that you provide a slide show or PowerPoint presentation. Projectors, overheads, and flip charts will be available for your use. (It is possible that uncomplicated grants could be put on the consent calendar, eliminating your presentation, but don't count on it. Come prepared to convince the Commission that your grant is the most important one in the state. Remember, this is a competitive process)*

**All applicants must complete this section.**

Describe in detail what you are proposing to accomplish with these funds. The following are examples of what you may want to include:

- The number of miles of trails you are going to repair or groom.
- The number of culverts you are going to clean out to prevent soil erosion.
- Description of duties of Law Enf. Officers and/or For. Prot. Officers.
- Describe the maps that you are going to print.
- Detail the administrative functions that will be completed.
- Describe the maintenance activities that will be performed.
- Describe your monitoring program.
- Describe your Resource protection program.

#### **Item D: Law Enforcement Plan**

**All agencies that are applying for law enforcement funds must complete a law enforcement plan that includes the following:**

- A map that shows where significant law enforcement problems occur and the areas, routes, and corridors that will be patrolled. (maps may be submitted electronically or a hard copy mailed separately)
- Describe the law enforcement issues.
- Explain how OHV Grant Funds will solve those issues.
- Describe how your personnel will enforce the following laws:
  1. Spark arresters (when required).
  2. Current OHV registration.
  3. Maximum noise level.
  4. Prevention of illegal activity that may result in resource damage.
  5. Prevention of trespass activity and violation of closed areas.
  6. Driving under the influence and/or possession of open container.
- Describe your OHV related search and rescue program.
- List the phone number how your agency can be reached 7 days per week, 24 hours per day. If your agency is not available, list alternate agencies.
- Identify the number and classification of the personnel that will be enforcing these OHV laws.
- Identify the routine schedule of patrol. (i.e. Seven days per week, 10 hours per day or during the busy summer season peace officers will patrol this area four days per week,

including all weekend days).

- A description and cost of the regulatory signs that will be installed and maintained.
- A description and cost of any educational material that will be produced.

#### **Item E: Wildlife Habitat Protection Program (WHPP)**

**Federal agencies must update their Wildlife Habitat Protection Programs (WHPPs) and conservation activities each year. The WHPPs must have the following:**

- A map identifying the trails, roads, corridors, and areas that are open for use by OHVs and receive funding from the OHV Fund.
- A baseline survey of the soils, sensitive wildlife, and wildlife habitats found in the area that is open for use by OHVs and receive funding from the OHV fund.
- A monitoring program:
  1. A soil erosion monitoring program that meets the soil standards.
  2. A monitoring program for threatened, endangered, or sensitive plants or wildlife.
  3. A monitoring program that will provide sufficient information so that management can modify the WHPP in order to assure that the area sustains a viable species composition.
  4. Identify management objectives for the OHV area.
- A resource protection program. Examples of this program include law enforcement, signing, barriers, limited operating periods, temporary closures, and educational brochures and/or displays.
- A description of the management review process, the staff that is included, what documents are reviewed, and what changes the agency made in their WHPP due to this review process.
- A list of all roads, trails, corridors, and areas that are not in compliance with the soil standards and a plan to bring them into compliance. **(Although this is part of the Wildlife Habitat Protection Program, this information has been moved to Item F, Soil Conservation Activities)**
- A summary of last years monitoring program. (Do not send in all of your checklists. Summarize the monitoring that you did and the conclusions that you reached based on the monitoring data.)

## **Item F: Soil Conservation Activities**

**Federal agencies must identify all roads and trails that do not meet the soil standards and identify a plan to bring them into compliance.**

Regulation 4970.13 (3) (c) requires federal agencies to identify all roads and trails that are not compliant with the soil standards and to develop a plan to bring them into compliance. The regulations gave federal agencies an additional year until 2001/2002 to develop this plan. It is now time to submit that plan to the Commission.

**All agencies must complete this section. Provide a description of the Soil Conservation Activities that are to be completed with OHV funds.**

Describe all of the routine projects that you complete to prevent or reduce erosion, such as:

Road and trail maintenance to re-establish proper outslope to drain water off trail.

Installation or repair of erosion control devices such as rolling dips, sediment basins, and water bars

Closure and rehabilitation of damaged or sensitive areas.

## **Item G: Environmental Documentation**

**All applicants must complete this item. Local agencies must complete a CEQA analysis. Agencies that are only applying for law enforcement funds qualify for a Categorical exemption under CEQA, but must complete a Notice of Exemption.**

Federal agencies must submit the NEPA analysis that was performed and the decision that was reached. In addition federal agencies must submit sufficient environmental documentation for the OHMVR Division to complete an independent CEQA review of this project. The documentation must include the following:

1. An evaluation of the impact of this project on wetlands, navigable waters, sensitive habitats (including T & E).
2. Existing or potential cumulative impacts, if any, of this project being completed in the same place over several years. Include your guidelines for heavy equipment operation. Describe what will happen to erosion control devices such as rolling dips with the use of heavy equipment.
3. The possibility that the proposed activities will have a significant effect on the environment due to unusual circumstances such as steep slopes or highly erodible soil.
4. The potential damage to scenic resources within the view shed of a highway officially designated as a state scenic highway.
5. The proposed project area has been listed as producing hazardous materials (Cortese list).
6. Substantial adverse changes in the significance of historical or cultural resources.



**There are many similarities between NEPA and CEQA. However there are some differences. CEQA requires the agency to consider mitigation of any significant impacts, cumulative impacts, and growth inducing activities.**

#### **Item H: Detailed Cost Summary**

**This item is required for all applicants.**

**Fill in the cost summary form.**

**There are five columns to fill in. The first four columns are for sub-units or Districts that will receive funds. Please replace the number with the name of the sub-unit or District (if possible). Add all of the sub-units or Districts and put the total in the last column. If you only have one unit, put the total in the right hand column.**

**If this request is more than last years funding, identify what the additional funds are for and provide a justification.**

#### **Item I: Agency Contribution**

**All applicants must complete this section. Local agencies must document a 25% match. The match may be in-kind or cash. All local agencies must identify the amount of funds received from the in-lieu account and what those funds have been used for.**

**Federal agencies must identify the amount of appropriated funds that they are contributing to this project (above the amount requested in the grant).**

#### **Item J: Summary of Public Input**

**All applicants must complete this section. All applicants must have a public meeting for each grant cycle.**

- **List the date, time and location of the public meetings that you held to discuss your application.**
- **Describe your efforts to publicize the meeting. List the groups that were invited**
- **Summarize all of the comments that were made at the meeting.**
- **Explain any changes that you made to your application as a result of your public meetings.**
- **In an effort to keep as much of the application electronic as possible, summarize each letter that you received regarding your application.**
- **Describe any comments or recommendations that may have been by an advisory group or technical review team.**

#### **Item K: Project Accomplishment Report (PAR)**



**All applicants that were awarded an OHV Grant or Cooperative Agreement last year must complete the PAR.**

Fill in the blanks. Section VI. Our records indicate that not all of the grant funds that have been approved are actually being spent. Please fill in the table to indicate how much money has been spent out of the last three grants. (It is true that many summer grants have not received a penny yet)

**Section VII. All applicants must include a description of what was accomplished during the previous year with the OHV funds.**

**Item L: Conflicts**

**All applicants must fill this section out.**

Describe conflicts that exist between:

Motorized and non-motorized recreationists

Motorized recreationists and adjacent landowners or inholders

Land management agency and inholders

Land management agency and stakeholder groups (environmental, OHV, or non-motorized recreationists)

Land management agency and local law enforcement agency

Describe what this grant will do to resolve these conflicts.

**Item M: Equipment Inventory**

**All applicants that have purchased equipment with OHV funds must list the vehicles' status. Vehicles that are to be surveyed (replaced) must be identified. Applicant must identify what will happen to the funds when that vehicle is sold.**

**Item N: Governing Body Resolution**

Local Agencies must include their Governing Body Resolution here. If possible, insert an electronic copy in the application and send an original to the OHMVR Division.

**Item O: Inventory of Features**

**Item P: Initial Investigation of Impacts**

**Item Q: Initial Investigation of OHV impacts on Water Quality**

**Item R: Toxic or Hazardous Site Survey**

These items are for Agencies that are applying for: Planning, Acquisition, and Development Grants or Cooperative Agreements. Other applicants may omit these items from the application.

## Checklist

**The checklist is required for all applicants. This will provide documentation that all applications are complete.**

If you have any questions about the schedule for the FY 2002 OHV grant applications, please contact Mark Conley at the California State Office at 916-978-4654, or Ira Long at the California Desert District office at 909-697-5396.

Signed by:  
James Wesley Abbott  
Associate State Director

Authenticated by:  
Richard A. Erickson  
Records Management

### Attachments-3

- 1-Grant Schedule (1 p.)
- 2-Grant Application (20 p.)
- 3-Grant Application Guidelines (9 p.)

**BUREAU OF LAND MANAGEMENT  
CALIFORNIA STATE OFFICE  
FISCAL YEAR 2002 OHV GRANT APPLICATIONS  
REVISED SCHEDULE**

<b>ACTION ITEM</b>	<b>DATE</b>
<b>California Desert District (CDD) FY 2002 Grants Meeting with OHV Groups in Riverside</b>	<b>July 10, 2001</b>
<b>CDD and Bishop Field Office grants due in California State Office</b>	<b>July 25, 2001</b>
<b>Northern and Central California BLM/Forest Service Grant Training - California State Office</b>	<b>July 25, 2001</b>
<b>CDD and Bishop Field Office Grant Applications due at OHMVR Division</b>	<b>August 1, 2001</b>
<b>Northern and Central California Grant Applications due in California State Office</b>	<b>September 13, 2001</b>
<b>Northern and Central California grant applications due at OHMVR Division</b>	<b>October 1, 2001</b>
<b>OHMVR Division will mail out CDD and Bishop Grant Evaluations</b>	<b>October 15, 2001</b>
<b>OHMVR Commission Meeting - Southern California Grant Evaluations</b>	<b>December 6-7, 2001</b>
<b>OHMVR Division will mail out Northern and Central California Grant Evaluations</b>	<b>December 15, 2001</b>
<b>OHMVR Commission Meeting - Northern California Grant Evaluations</b>	<b>January 10-11, 2002</b>